

Sample Teacher Résumé Secondary Education

Career Center
Lucina Hall Room 220

Charlie Cardinal

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EDUCATION

Bachelor of Science in Social Studies Education, May 2012

Ball State University, Muncie, Indiana

- Concentration Areas: History (World & U.S.), Political Science (Government), and Sociology
- Minor: Psychology
- GPA.: 3.35/4.0
- Honors: Dean's List (6 semesters), Ball State University Presidential Scholarship

TEACHING EXPERIENCE

Student Teacher, Woodland High School, Woodburn, Indiana; January 2012 – present

- Teach 170 sophomore, junior, and senior students during 5 periods of U.S. History
- Developed and instructed unit plans from Colonization through the Industrial era
- Participated in parent/teacher conferences and communicated with parents through e-mail
- Assess student learning through a pre and post test as part of LAMP (Learning Assessment Model Project)
- Volunteer for extracurricular activities such as Academic Super Bowl, Powder-Puff Football, and school dances

Assistant Basketball Coach, Woodland High School, Woodburn, Indiana; November 2009 – present

- Assist with practices and games for ninth grade girls' basketball team

Practicum Teacher

Northside Middle School, Muncie, Indiana; August 2010 – December 2011

- Co-taught 7 weeks of U.S. History for three eighth grade classes

Delta High School, Muncie, Indiana; August 2009 – December 2009

- Taught and observed 7 weeks of senior learning-disabled government course

OTHER EXPERIENCE

Assistant Manager, Perry Hill Swim Club, Indianapolis, Indiana; May – September 2009

- Coordinated swim lesson program at pool for an average of 100 students
- Organized staff and pool events, such as birthday parties and staff training
- Supervised staff of 40 high school and college students
- Developed lifeguard and desk schedules

Sales Associate, Sears Roebuck and Company, Muncie, Indiana; June 2009 – February 2010

- Aided customers with product selection and completed sales transactions
- Maintained accurate cash drawer

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ACTIVITIES

Member, Kappa Alpha Theta, December 2009 – present

President, May 2010 – present

- Supervise and direct group of 30 sorority women
- Head chapter and leaders' council meetings and reinforce parliamentary procedures
- Raise money for arthritis research

Member, Student Education Association, September 2010 – present

Participant, Ball State University Intramural Sports, September 2009 – present

VOLUNTEER EXPERIENCE

Volunteer, Habitat for Humanity, Muncie, Indiana, September 2009 – present

Tutor, Ball State University Learning Center, Muncie, Indiana, September 2009 – present

- Work as math tutor and supplemental instructor for small groups and one-on-one meetings with students

Reading Coach, Eaton Elementary School, Eaton, Indiana, August 2009 – December 2010

- Established positive role model relationships with children by engaging them in conversation and activities

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